



SIS Interaction with the SSID System

February 3, 2011





One student: One Unique SSID Number

Student Editor - Sani-Grand Co Middle School [2009 / 2010]

File Reports Date: 10/13/2009

NAME - Last: Abdo First: Kenna Middle: Janeen

Student ID: 2562 Gender: Female Ethnicity: Hispanic

General Addresses Misc. Other Contacts Boundary Enrollment Picture

Track	Status	Entry Date / Code	Exit Date / Code	Grd	Teacher / Advisor
A 404 08/09	Active	08/21/2008 E1-1st time enr	06/03/2009 TT-Transfer to	7	Osvaldo Franchen(191)
A 404 09/10	Active	08/24/2009 E1-1st time enr		8	

Home Phone: (555) 000-0000 Type: Residence ☐ Unlisted ☐ Message Only

SSID: 1002562 SSN: - - Nickname:

Birth Date: 08/28/1995 14 Years 1 Month old

Last Change: 02/04/2009 By: CooSu

Legal Bindings Alerts

Find/Add List Status **Edit** Save Quit

SSID: 1002562

Edit

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









Last Change: 02/04/2009 By: CooSu





Legal Bindings Alerts

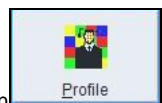
Find/Add List Status **Edit** Save Quit

Quit

Enrollment Menu: Sani-Grand Co Middle School 09/10

 Profile	 Student Editor	 Activities	 Assign Couns	 Asgn Elem. Advisor
 Locker Editor	 Student Lockers	 Assign Grad Code	 Reports	 Quit

 Student Fees	 Food Service	 UT Audit/Uploads	 Exit
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Click the **Profile** button

SIS 2000+ Student Profile - Sani-Grand Co Middle School [2009 / 2010]

File Reports Date: 10/13/2009

Student Name	M/F	Birthdate	Age	Grade	Group
Abdo, Kenna Janeen [2562]	F	08/28/1995	14	8	Currently active students
Track/School/Year	Advisor	Entry	Exit		
A 404 2009/10	Rutter, Eshyla	08/24/2009			

Address: 250 East 500 South
SLC, UT 84111

Phone: (555) 000-0000
Registration Date: 10/09/2000
Graduation Year: 2014

SSID: 1002562
Ethnicity: Hispanic
Home Language: English
LEP Student Language: English
Nickname:
Country: <Unset>

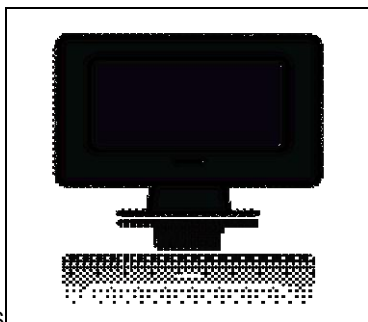
Unlisted Message ☐

Graduation Date:
Resident District: _
Resident School:
Choice School: 104
Bus Pickup: 0
Bus Dropoff: 0

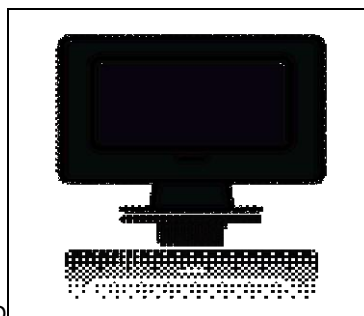
Activities Attendance Behavior General
Health Schedule Test Scores

Print Find List Delete Edit Add Save Quit

SSID: 1002562



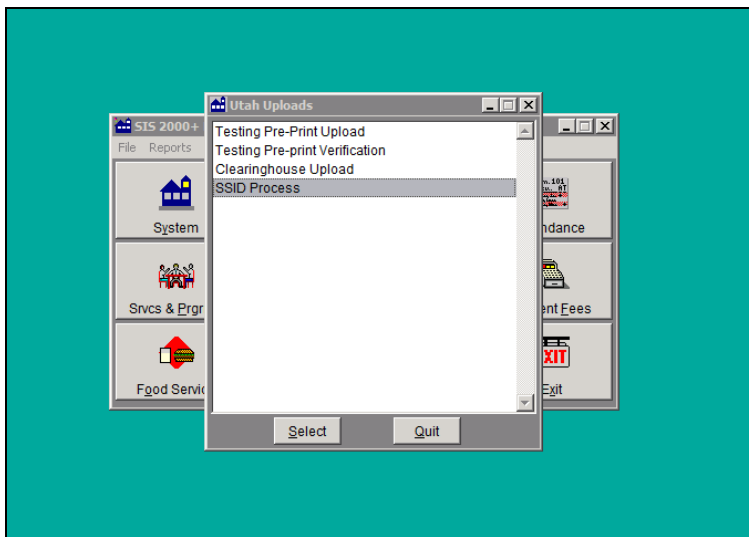
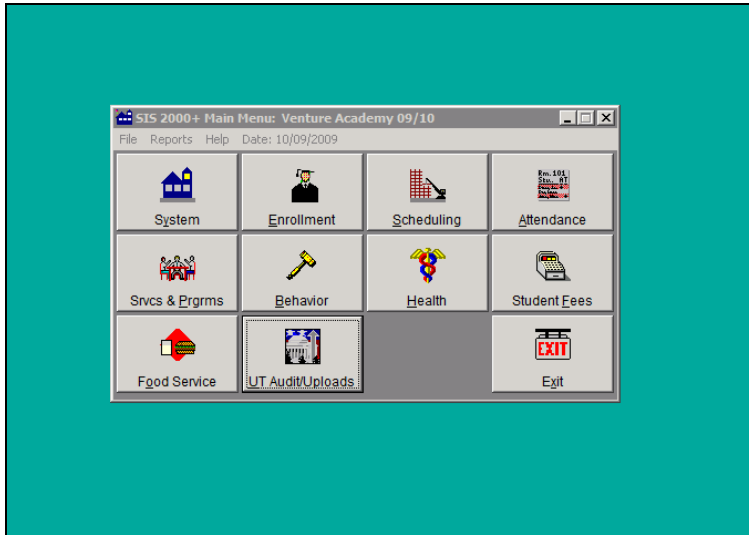
SIS

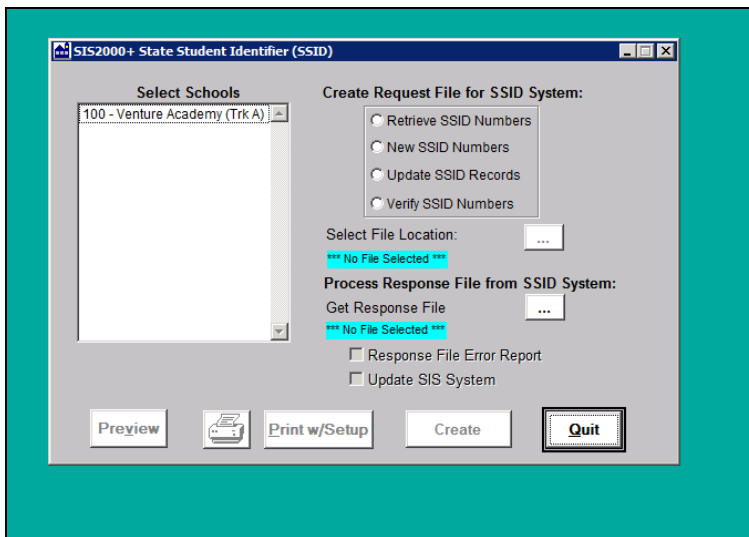
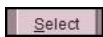
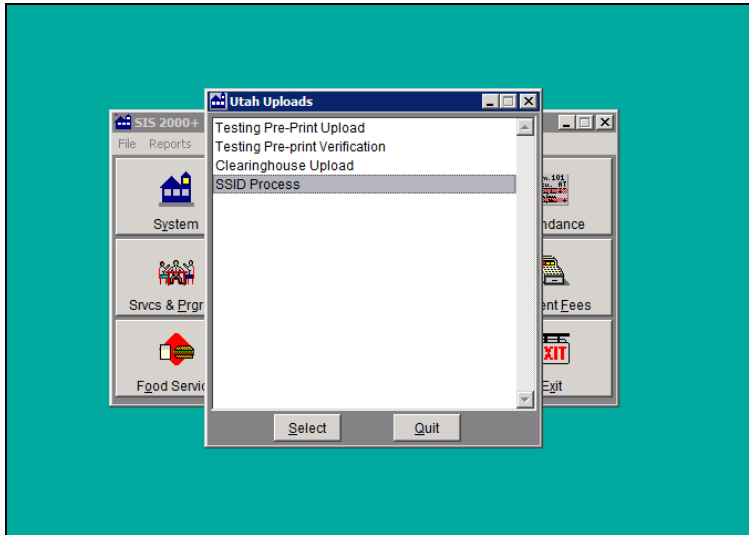


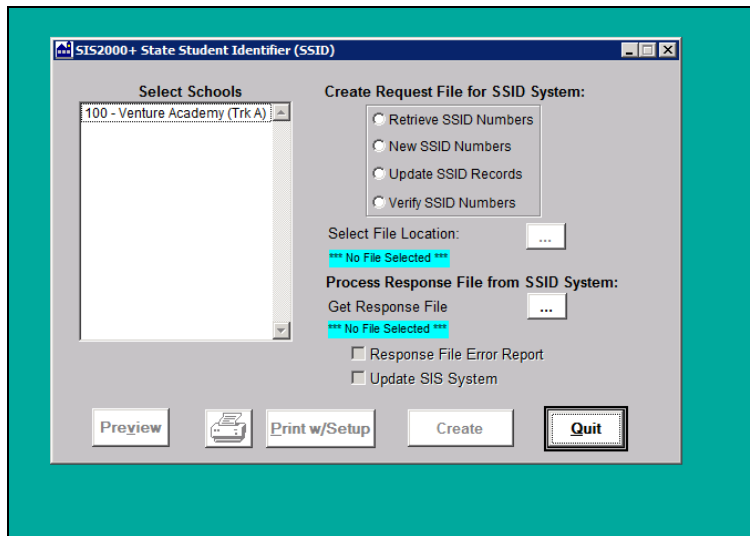
SSID



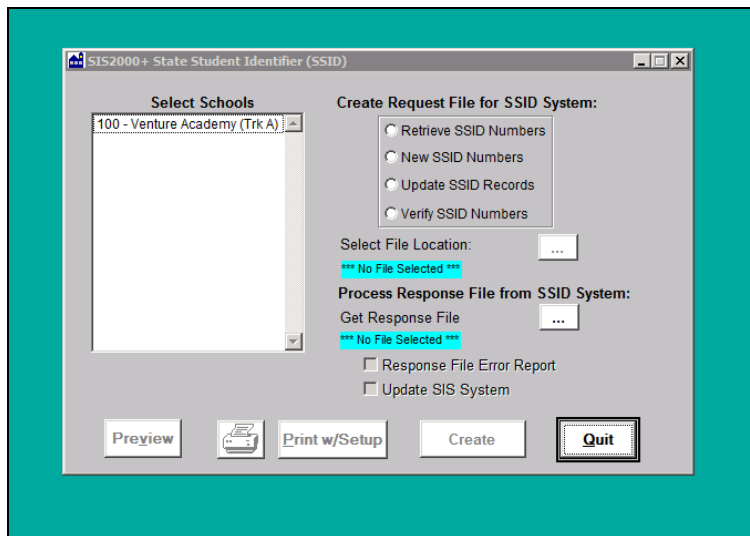
Call the SSID Help Desk for SSID assistance...

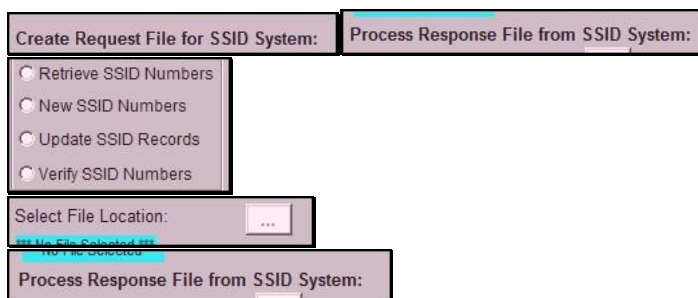
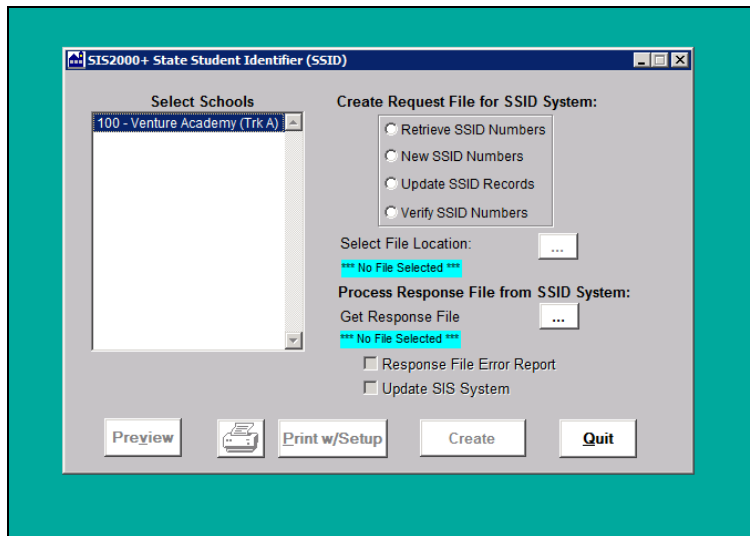




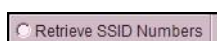
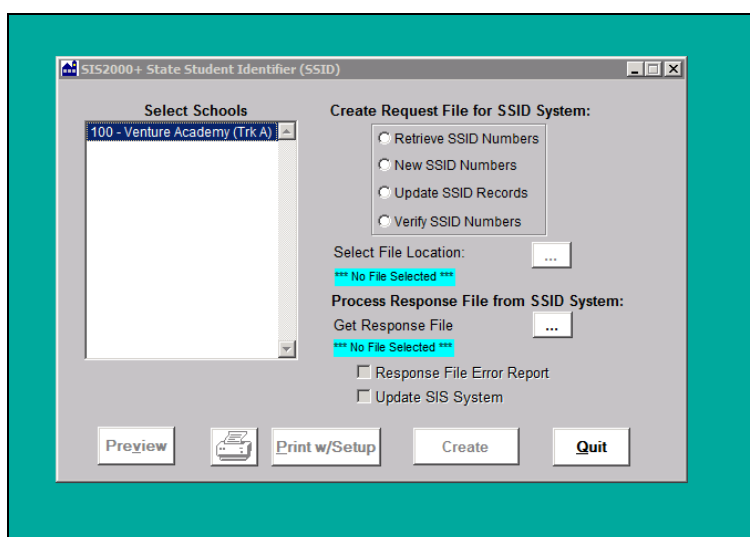
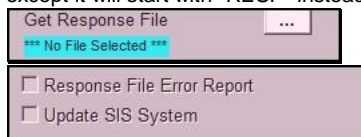


This is the only State Student Identifier (SSID) screen...



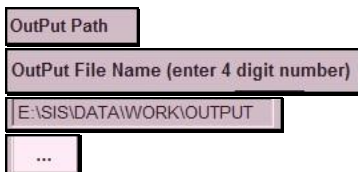
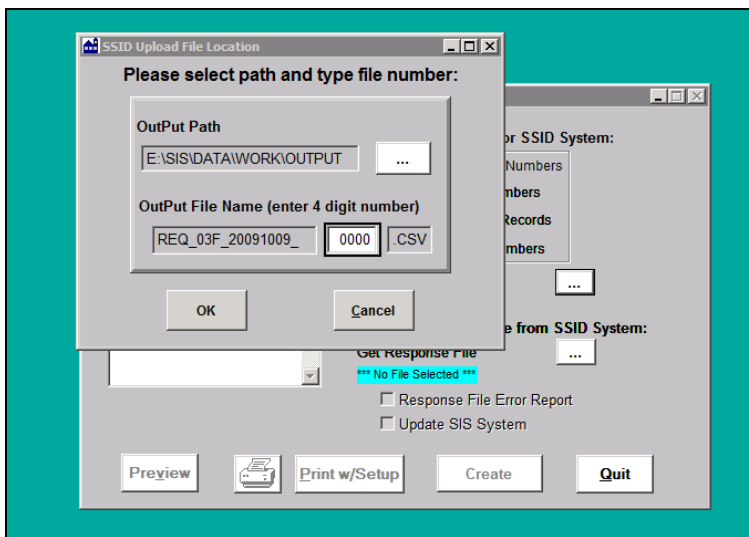
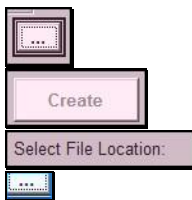
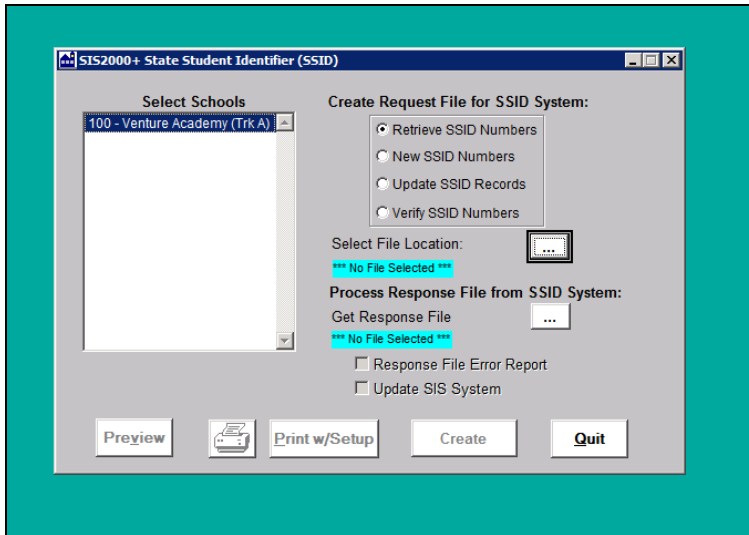


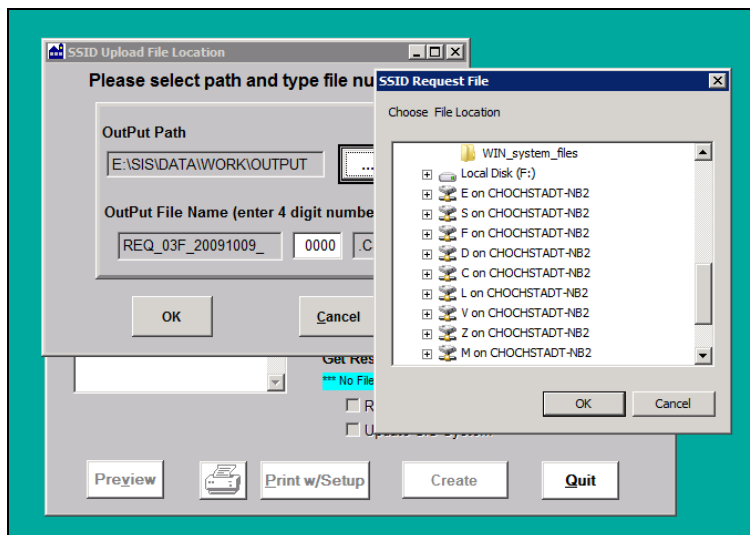
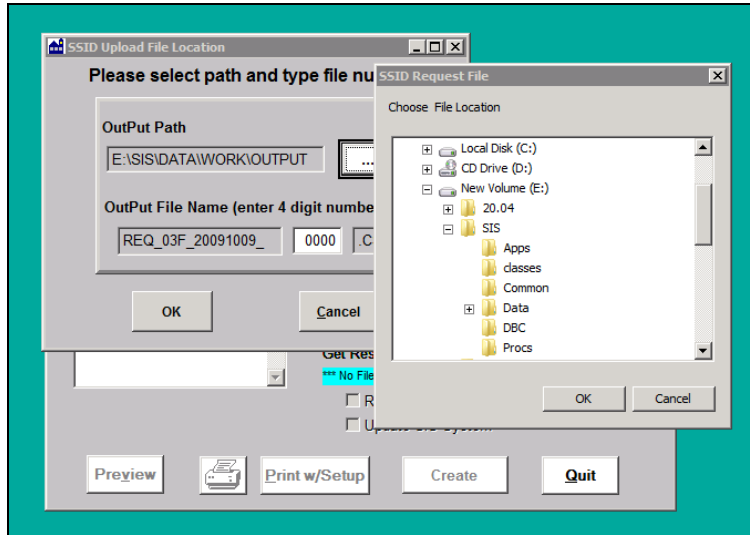
The name of your Response File will be the same as the name of your Request File... except it will start with "RESP" instead of "REQ"



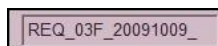
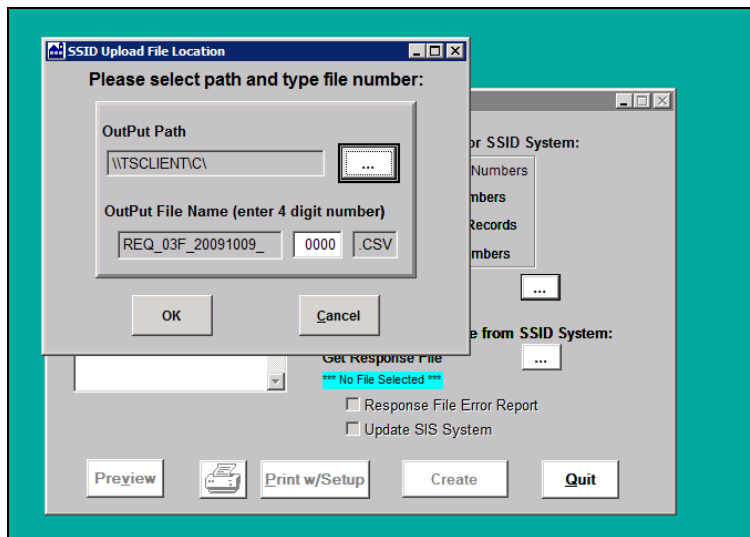
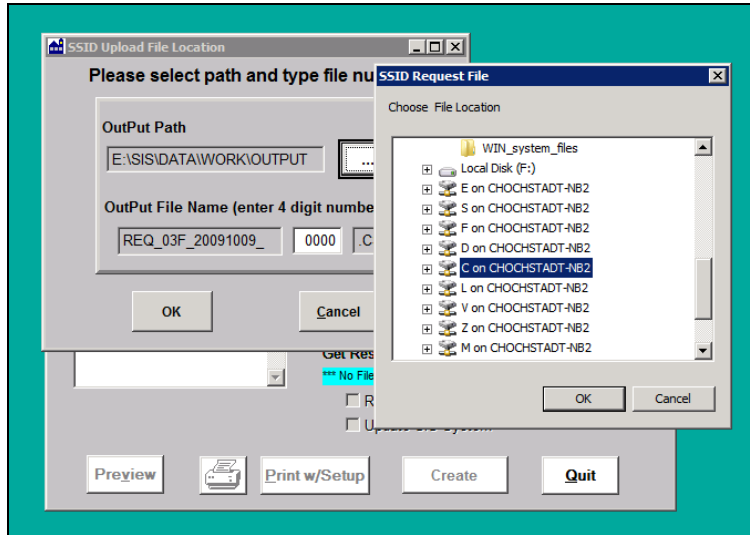
"Retrieve" file contains:
All students who lack an SSID number at your LEA...
but may have one at the state level

Retrieve SSID Numbers

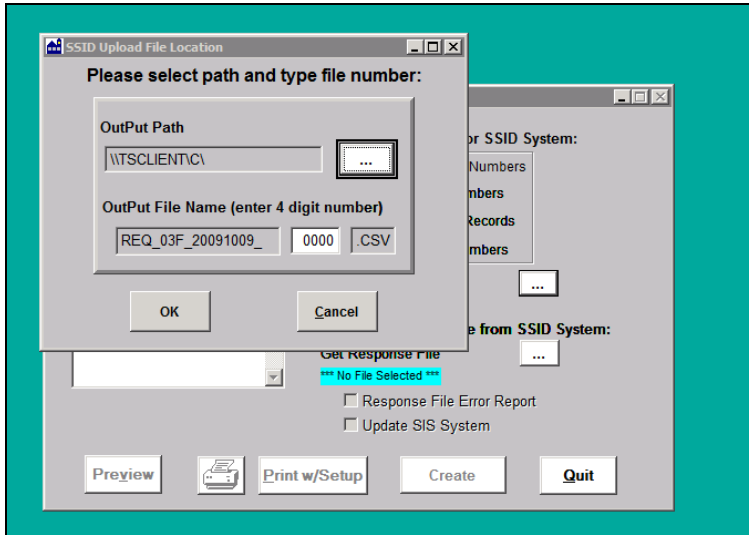




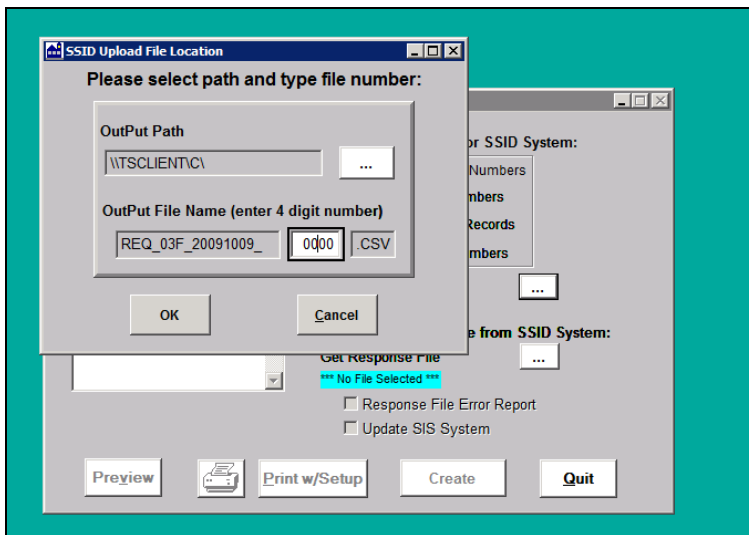
C on CHOCHSTADT-NB2



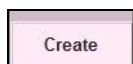
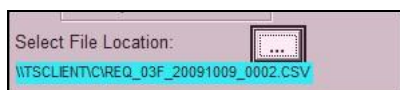
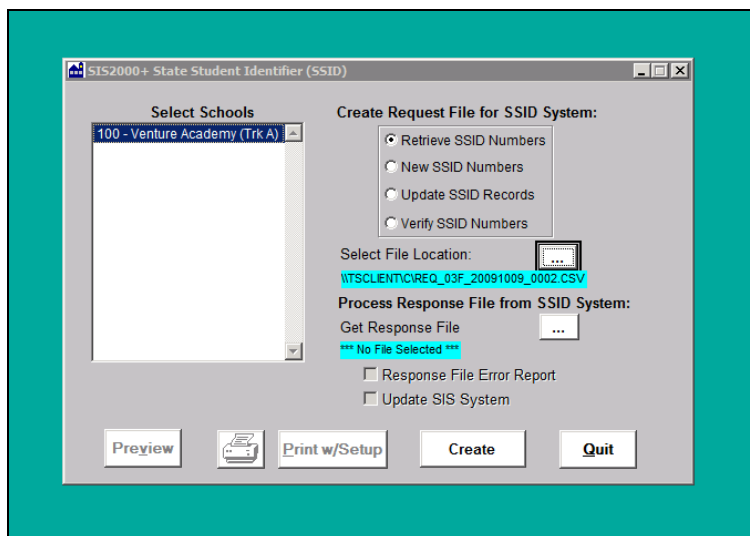
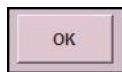
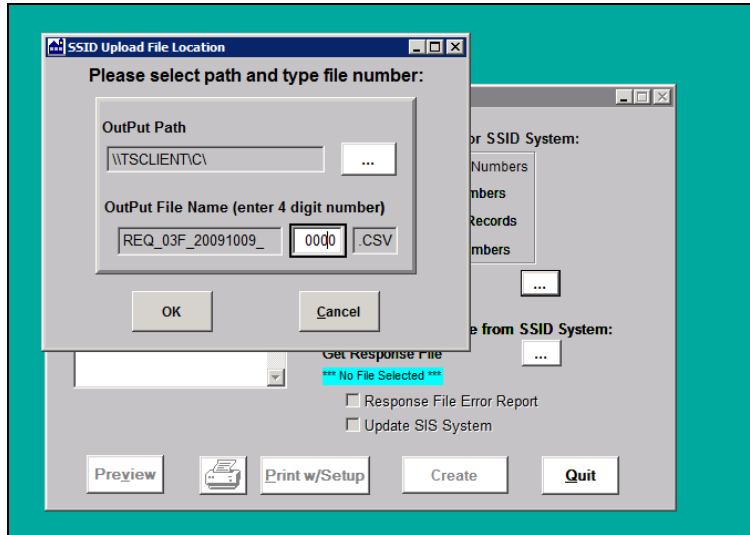
Change this number if you create more than one file on one day!

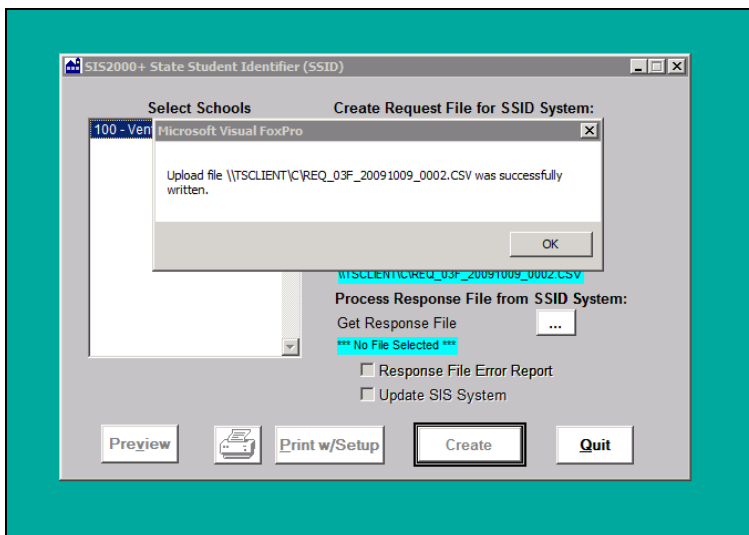
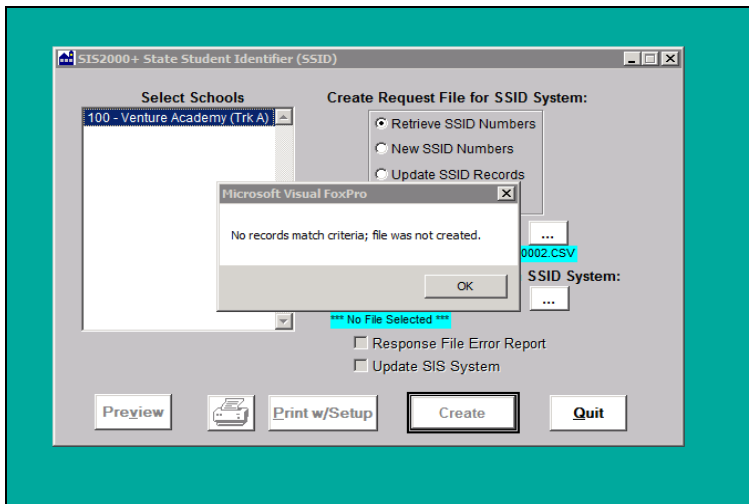
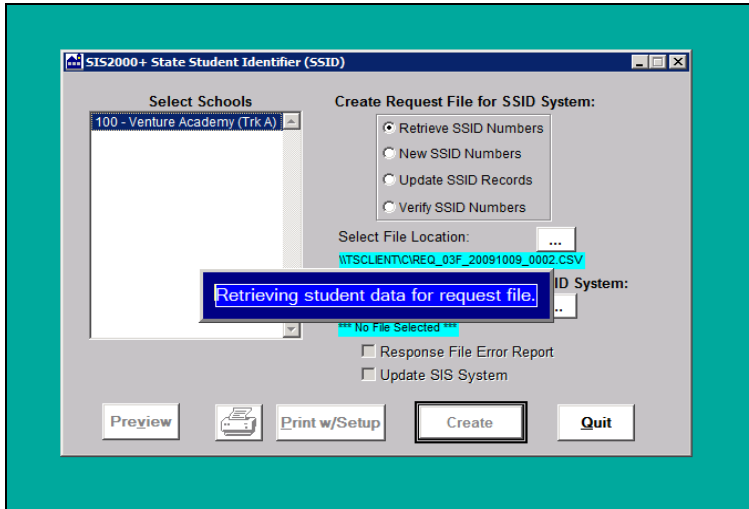


0000



0000



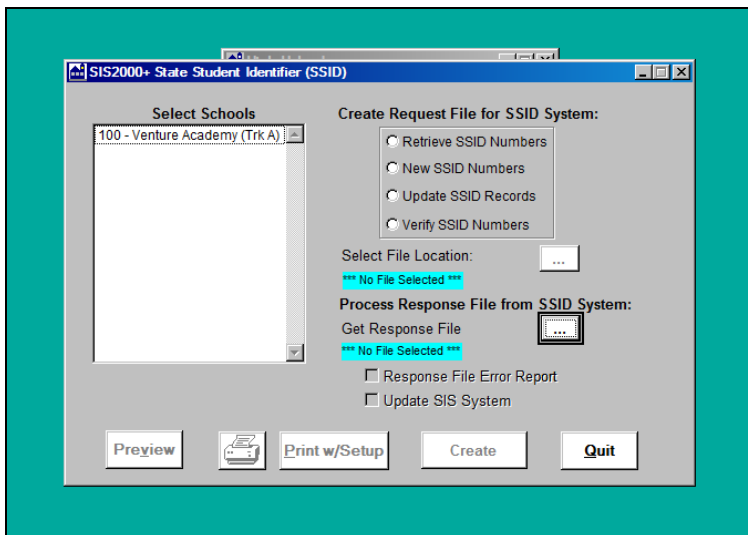


OK



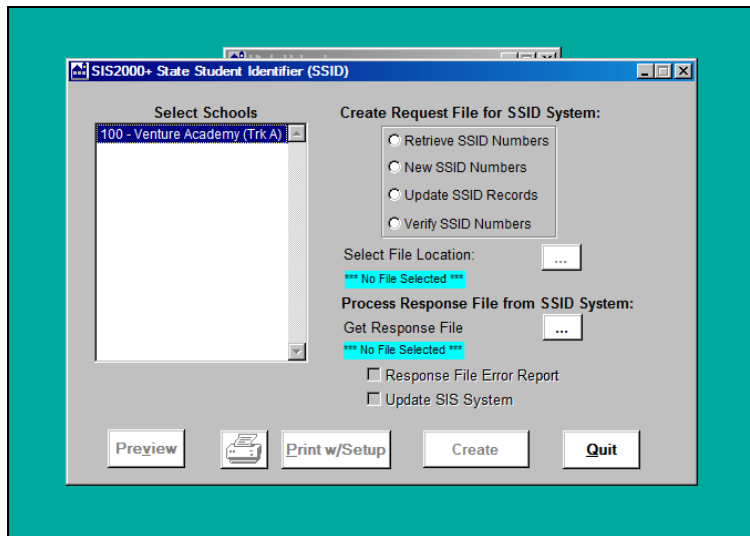
Go to the SSID system to process your "Request File"

"Response File" contains:
SSID Numbers found for students listed in the "Request File"

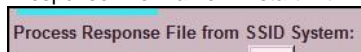



Return to SIS to Process the "Response File"

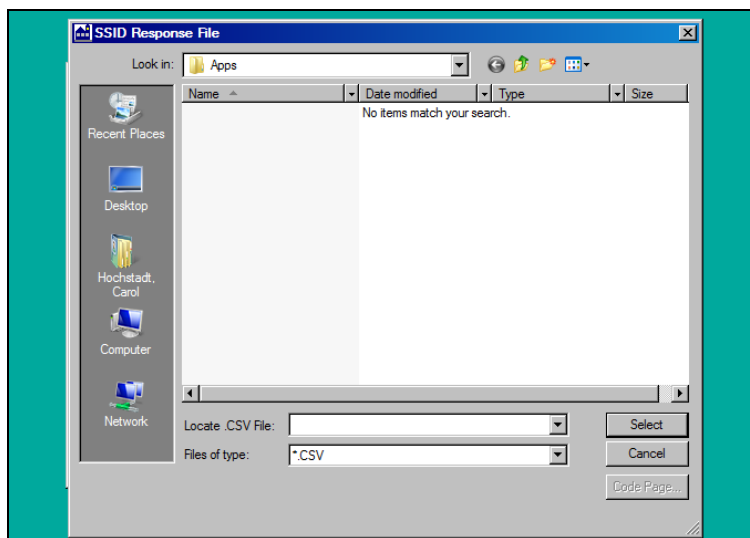




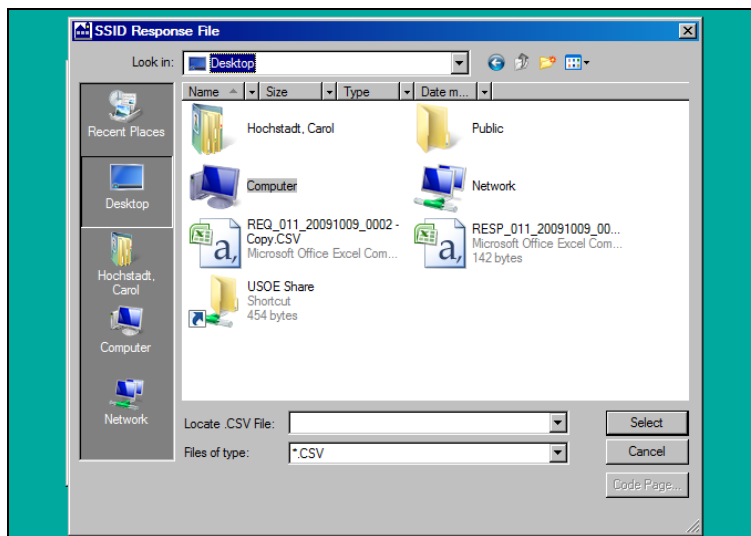
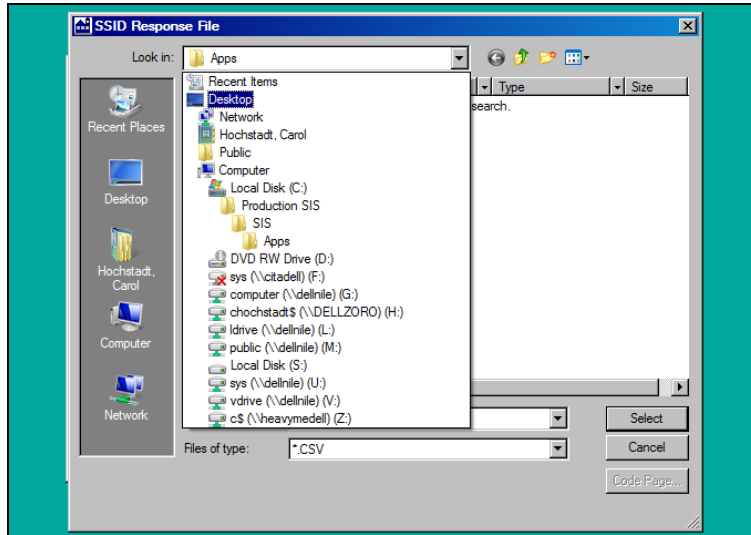
"Response File" name will start with "RESP"...



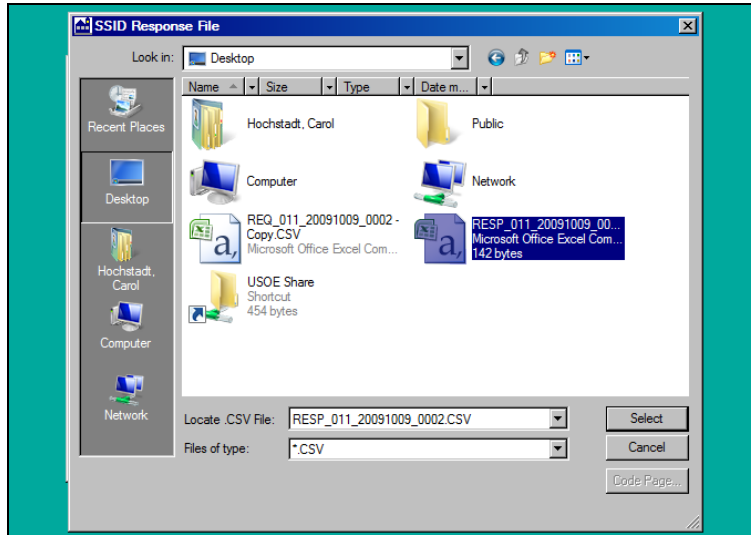
Click the ... button 



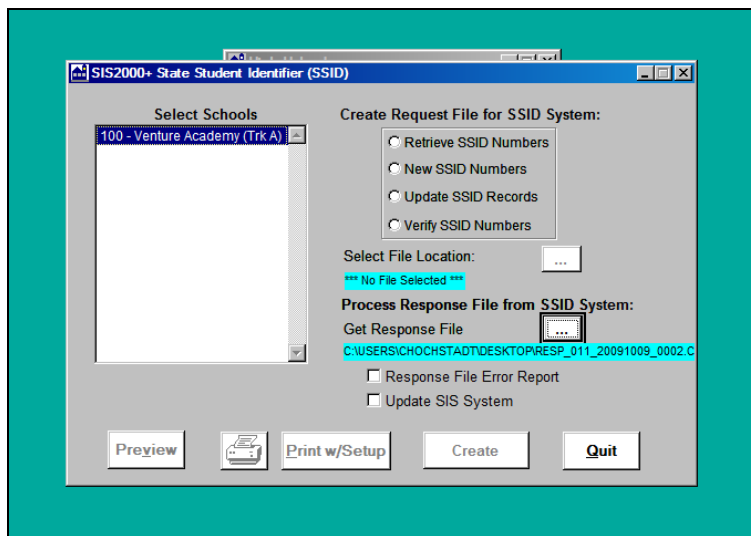
Select the **Look in** combo box 



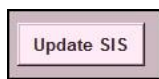
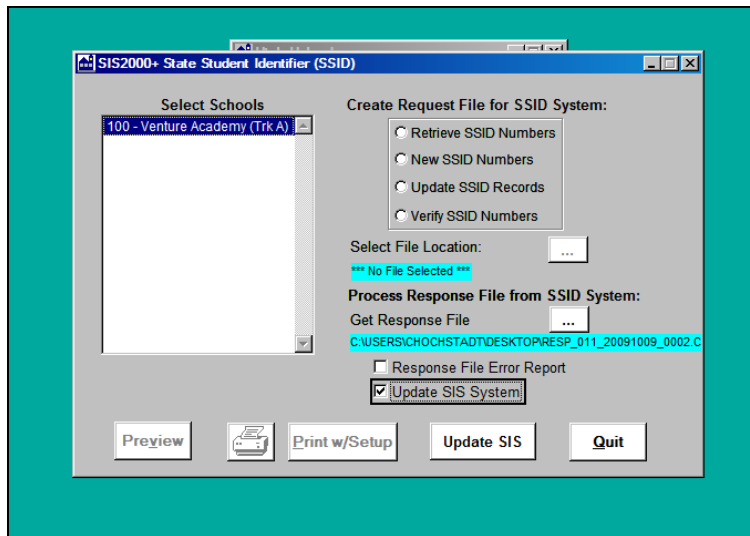
Select the RESP_011_20091009_0002.CSV file



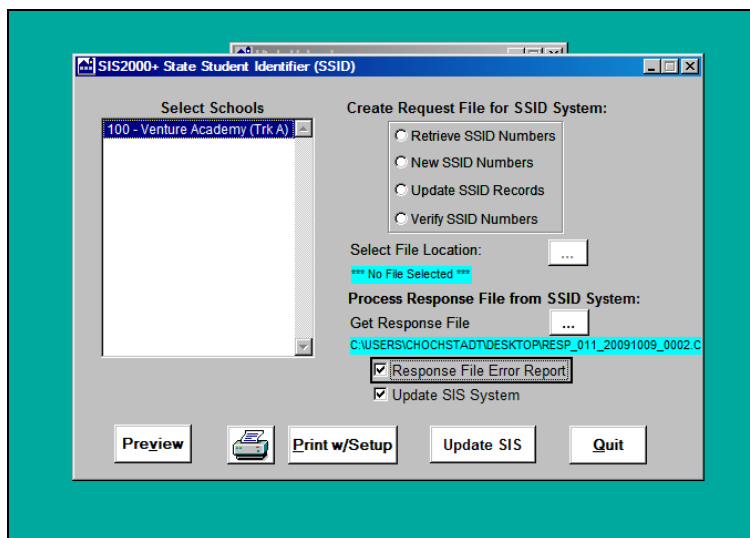
Click the **Select** button



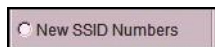
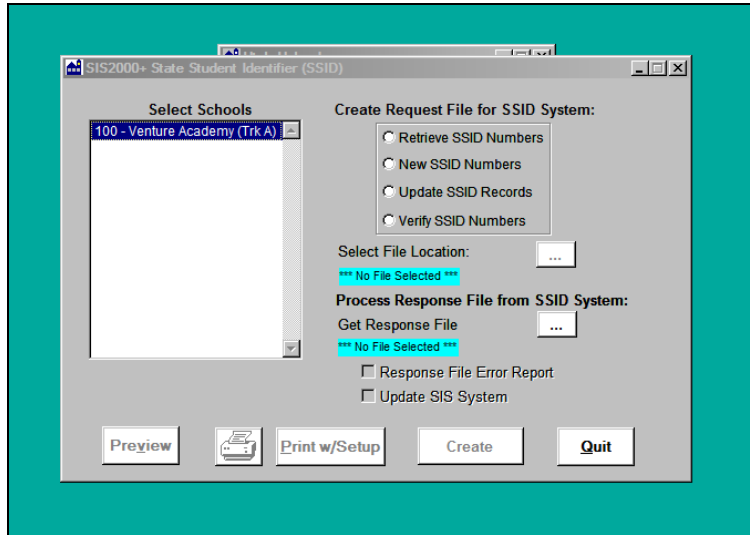
"Response File" name appears...



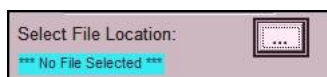
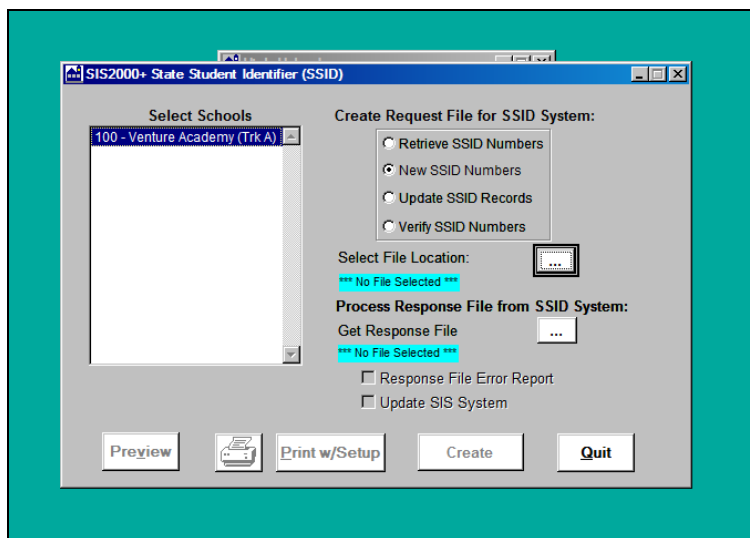
Check the Response File Error Report check box ☐ Response File Error Report



An "Error" report contains:
 a list of students who did not meet the
 criteria for the "Request File" you processed

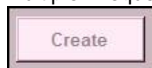


Select the **New SSID Numbers** radio button



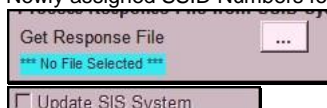
Reminder:

Multiple "Request files" submitted the same day must have different 4-digit numbers



"Response File" will contain:

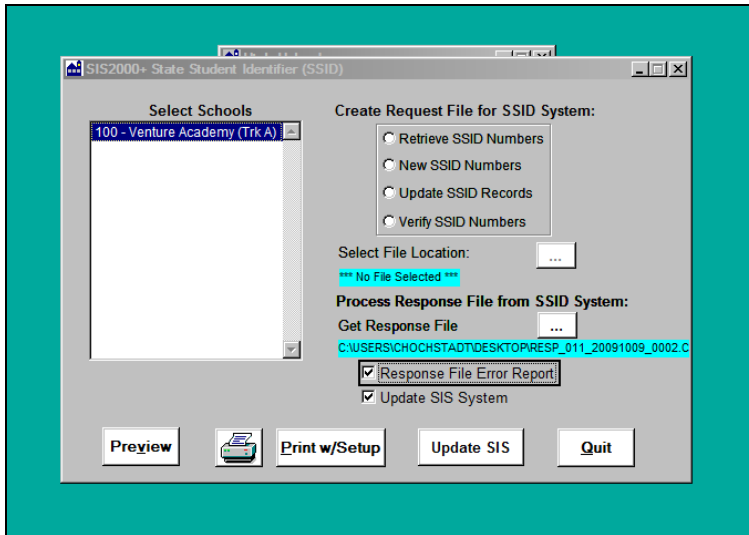
Newly assigned SSID Numbers for students who were not previously in the SSID System



☐ Response File Error Report

Result:

All new SSID Numbers will be taken from the "Response File" and entered into the SIS database



Update SIS

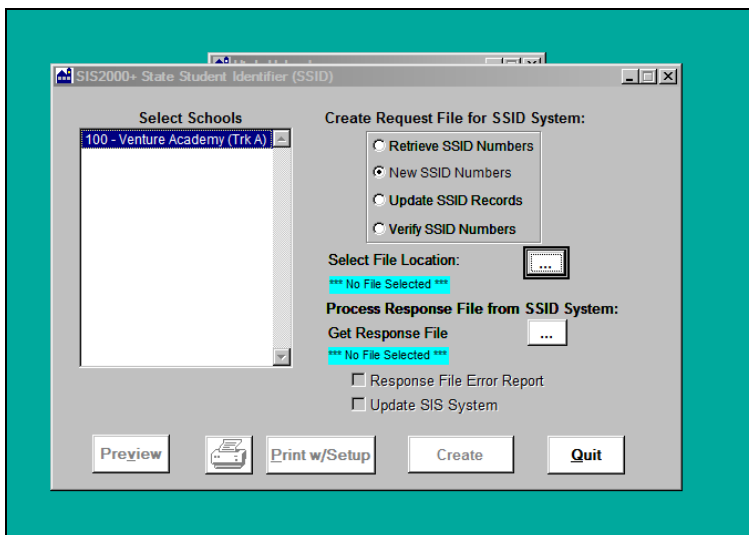
The database will be automatically updated with the SSID Numbers you retrieved

You can now see them on the Student Editor screen

Retrieve SSID Numbers manually only for a VERY small number of students!

Update SIS

Click the **Update SIS** button

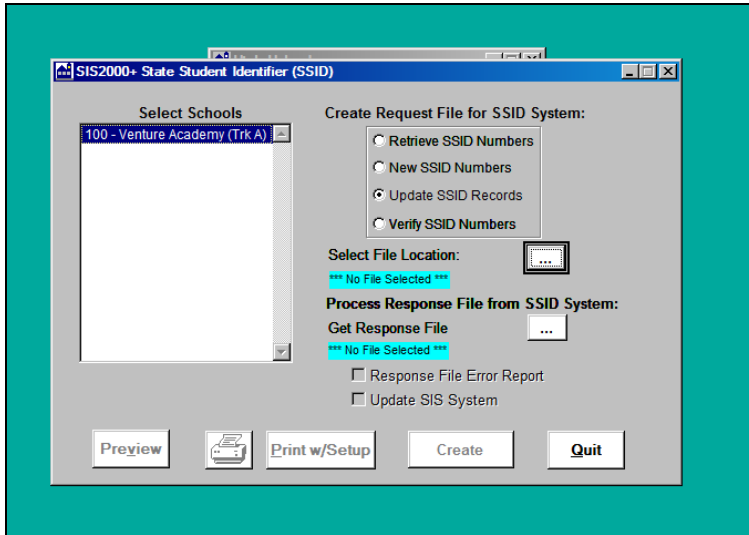


☐ Update SSID Records

Use "Update SSID Records" when you modify:
student names, birthdates, or genders

SIS will have 'flagged' each record - indicating that the student's SSID record must be updated.

☐ Update SSID Records



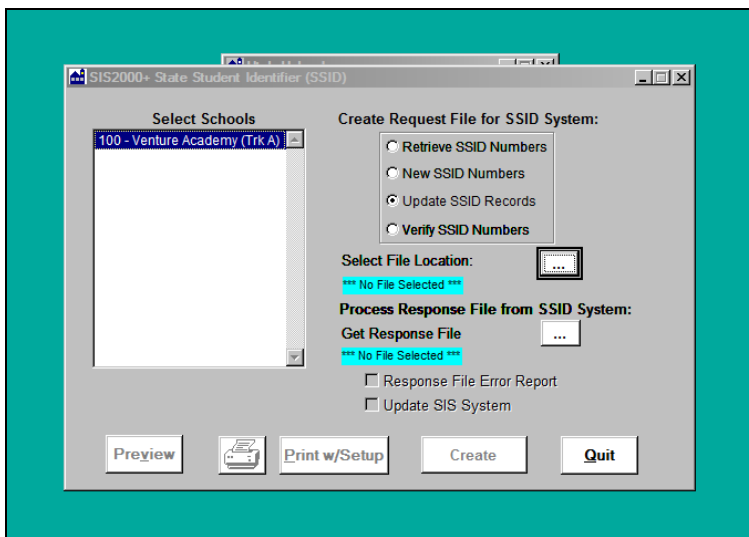
Select the **Update SSID Records** radio button

☐ Update SSID Records



Create

SIS automatically finds all students who have been 'flagged' for SSID update, and adds them to the "Request File"



Process Response File from SSID System:

"Response File" will contain:

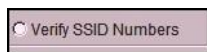
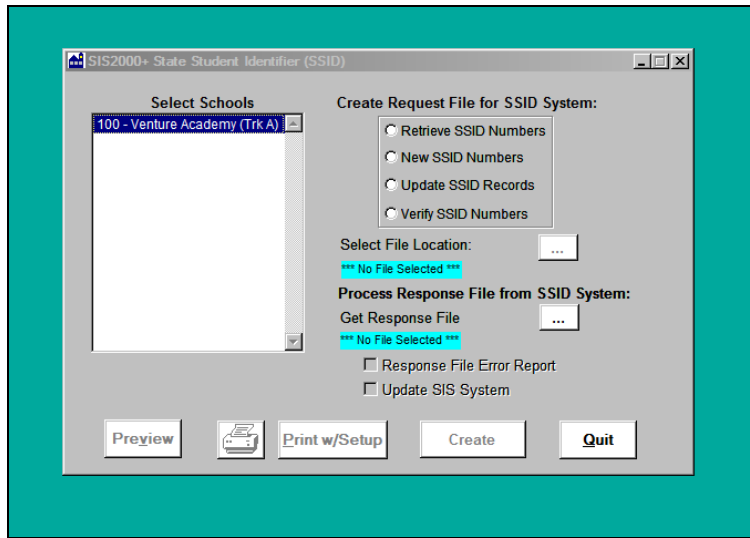
Marker in each student's record...indicating that the SSID system has been updated for this student

☐ Update SIS System

Result:

The "flag" in the student's SIS record - indicating changes have been made...will be removed.

These students will not be selected for the next "Update"



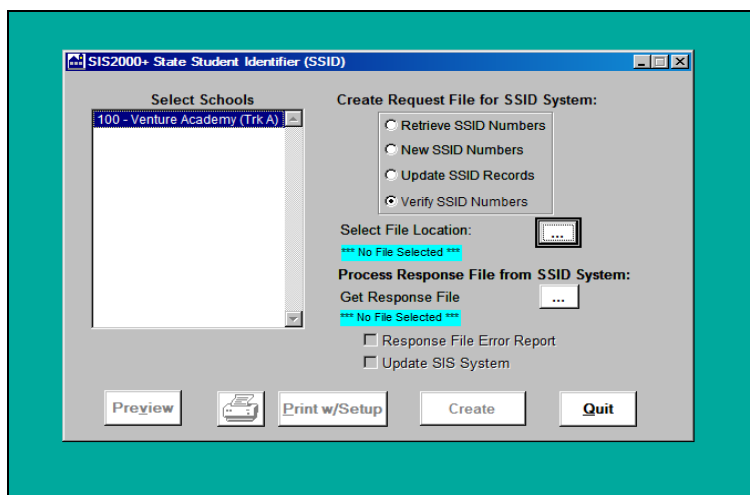
Run Verify before:
Testing preprints
October 1
December 1
Clearinghouse Upload

For all students...

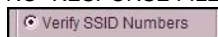
Verifies that the SSID and SIS systems have matching data for the following fields:

Names
LEA data
Birthdate
Gender

Select the **Verify SSID Numbers** radio button



NO "RESPONSE FILE"!



SIS 2000+ Test Preprint Upload

Select Grade Level / Student

☐ All Grades

<input type="checkbox"/> K - 6	<input type="checkbox"/> 7 - 8	<input checked="" type="checkbox"/> 9 - 12
<input type="checkbox"/> 1 <input type="checkbox"/> 4 <input type="checkbox"/> K <input type="checkbox"/> 2 <input type="checkbox"/> 5 <input type="checkbox"/> 3 <input type="checkbox"/> 6	<input type="checkbox"/> 7 <input type="checkbox"/> 8	<input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 12

☐ Include Inactive Students for All Student File

Select Individual Students

Select Classes

☐ Paper and Pencil

by Number by Name

0 Classes Selected

☐ Course / Section
☐ CACTUS ID / Period

Select UALPA ☐ Anniversary date from month to month

☒ Kindergarten ☒ Grades 1-2 ☒ Grades 3-5 ☒ Grades 7-8 ☒ Grades 9-12

Select U.A.A. ☐

☒ Language Arts (Grds 1-12) ☒ Math (Grds 1-12) ☒ Science (Grds 4-12)

Utah Uploads

Testing Pre-Print Upload
Testing Pre-print Verification
Clearinghouse Upload
SSID Process

SIS 2000+ File Reports

System

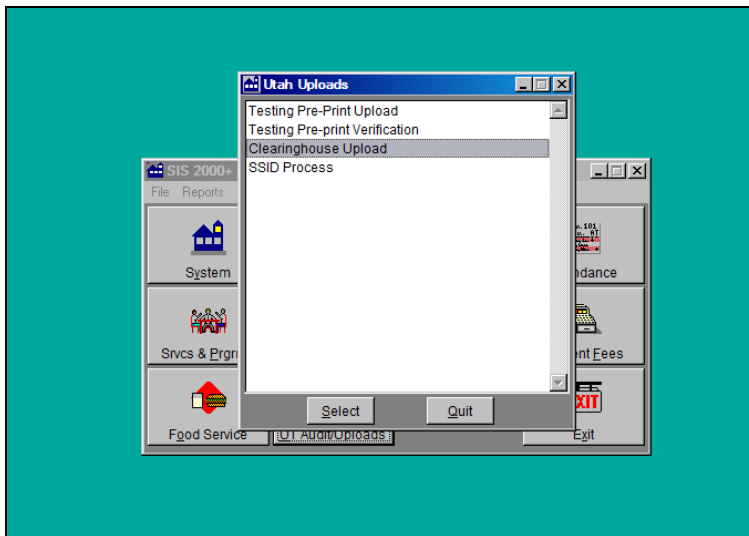
Svcs & Progr

Food Service

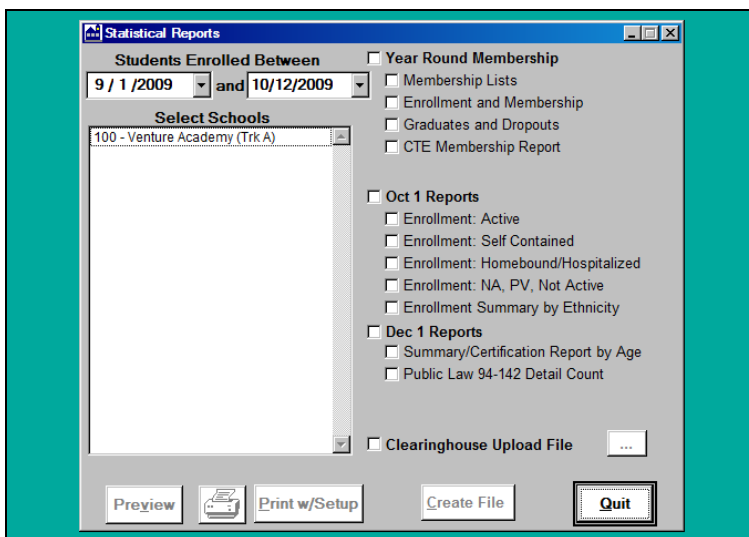
Select Quit

Exit

Clearinghouse Upload

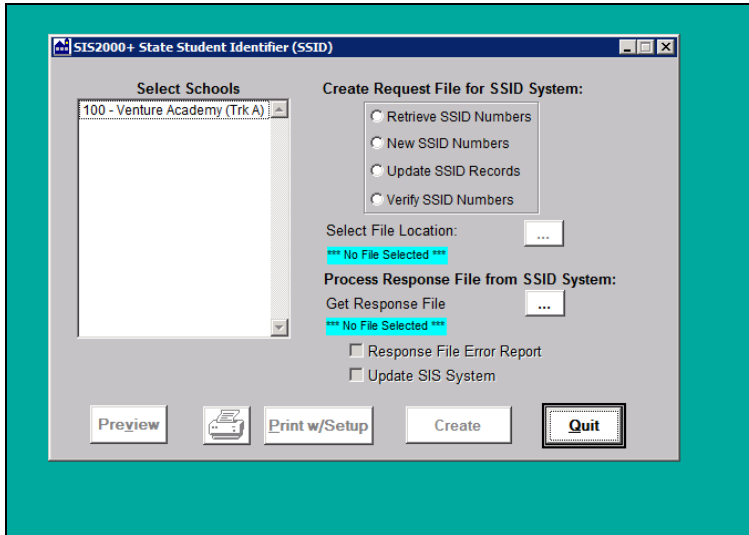


Select



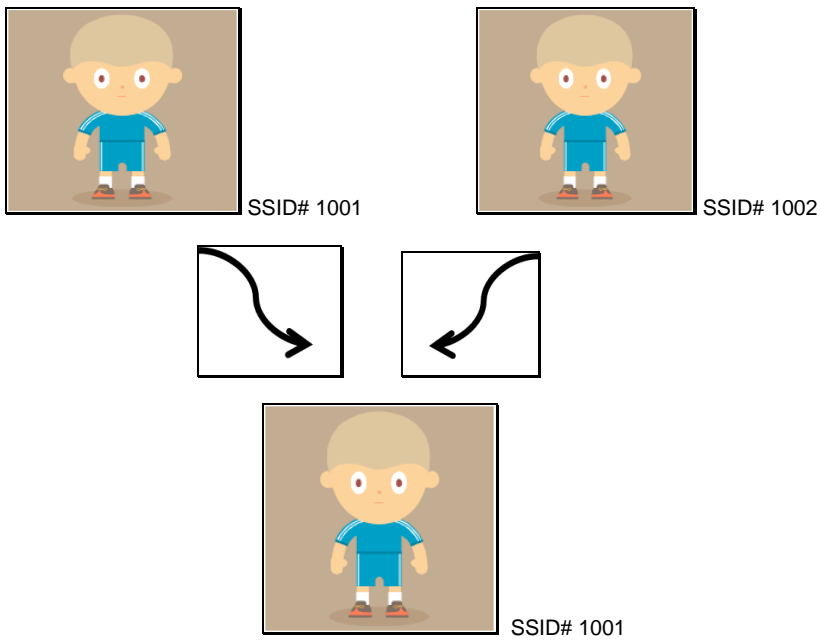
- ☐ Oct 1 Reports
- ☐ Dec 1 Reports
- ☐ Year Round Membership
- ☐ Clearinghouse Upload File

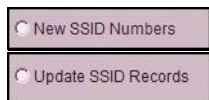
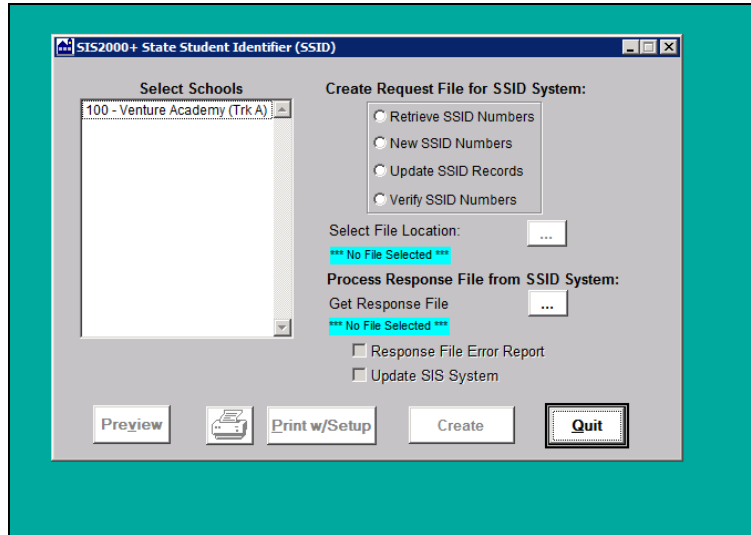
Run All SSID Processes to avoid having SSID errors in these reports and files!



At the beginning of the school year or term,
Run "Retrieve SSID Numbers"

One student with 2 SSID numbers!

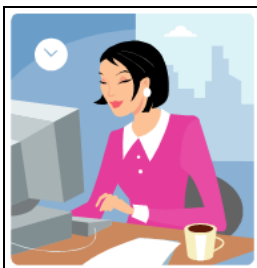




Manual processing of many students -
accuracy and speed problems



For more than a few students...



use SIS to create and process files for SSIDs automatically

You Have Learned!

1. What is available in SIS for processing SSID numbers
2. What is done in SIS to create input to the SSID System
3. How SIS processes data exported by the SSID System
4. Interaction between SIS and the SSID System